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INSTRUCTION NO.
LI 20-110-3

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LI 20-110-3
PERSONNEL
21 July 1955

SUBJECT : Organization and Meetings of the Logistics Career Board

REFERENCE: LI 20-110-1, dated 8 March 1954

1. GENERAL

This Instruction establishes the organization of the Logistics Career Board, and provides for the convening of Board meetings and for voting.

2. ORGANIZATION OF THE BOARD

a. The Logistics Career Board will consist of:

- (1) The Head of the Logistics Career Service ex-officio;
- (2) A Chairman to be appointed by the Director of Logistics to serve for an indefinite period of time;
- (3) Six Board Members appointed by the Director of Logistics consisting of the Assistant Director of Logistics and the Special Support Assistant as permanent members, and four division or staff chiefs as rotating members. Appointments of rotating members will be made for six-month periods on a staggered basis so as to maintain continuity of Board membership.

b. A Board Member unable to attend for reasons such as TDY, annual or sick leave, etc. will designate his deputy as alternate to attend these meetings.

c. Other individuals who will attend the Board meetings are:

- (1) The Chief of the Administrative Staff and the Chief of the Personnel and Training Branch, Office of Logistics, or their designated alternates, to serve as technical advisors to the Board;
- (2) Career Management Officer, Office of Logistics, or his designated alternate to serve as Secretary to the Board. He will be responsible for:

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- (a) preparing and distributing an agenda prior to all Board meetings;
 - (b) presenting items to the Board for their discussion, review and action;
 - (c) preparing and distributing approved minutes of Board meetings.
- (3) Representatives of the Office of Personnel as may be invited to provide technical advice or assistance to the Board.
- (4) Employees or officials as may be invited to obtain from them information deemed essential in considering items under discussion.
- (5) Logistics Service Designees at the Branch Chief or equivalent level as may be invited to attend Board meetings for the purpose of observing the Board in operation.

3. BOARD MEETINGS

Meetings of the Logistics Career Board will be convened at the request of the Chairman of the Board, or at the direction of the Director of Logistics. Normally, such meeting will be held the first Tuesday of each month.

4. VOTING

- a. Board Members will have one vote each.
- b. The Chairman of the Board will not vote except in the event of a tie.
- c. A quorum will consist of four Board Members.

FOR THE DIRECTOR OF LOGISTICS:

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Chief, Administrative Staff

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